

# DROP BOX DEPOSIT

Let's take a look at this enhanced process

# Agenda

Part 1: **Purpose**



Part 2: **Key Changes**



Part 3: **Prepare Deposit for Drop Box**



Part 4: **Record Deposit in myUFL**



Part 5: **Next Steps**



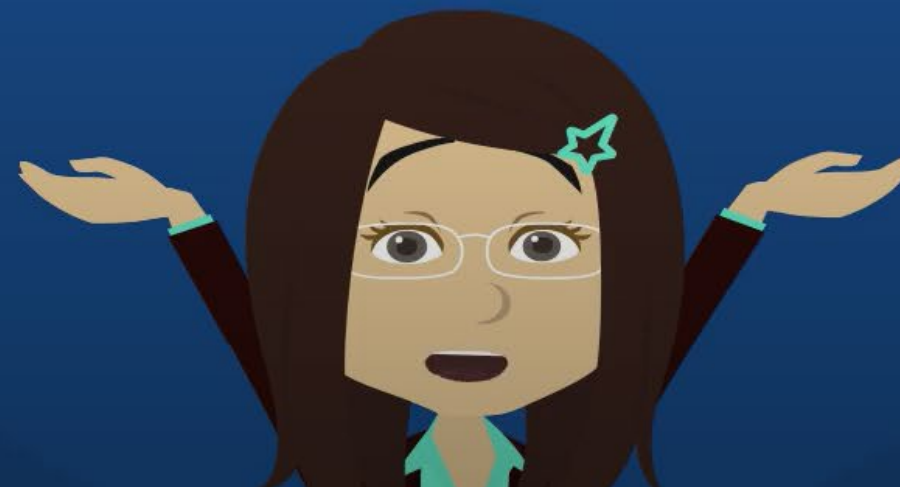


# Purpose

efficient and  
accurate

reduce  
time

enhance  
customer  
experience





# Deposit Options



Drop Box



Mobile



ATM



Desktop Check Scanner



Wells Fargo Branch



Armored Courier



## Key Changes

- Departments will complete their own banking deposit tickets
- Cash and checks can be combined into a single deposit
- Payment ID for myUFL deposit will be the deposit ticket number
- Not required with deposit:
  - Deposit transmittal form
  - Lockable canvas bag and/or envelopes

## End Goal

- Transition all units to at least one of the six new deposit options
- Discontinue use of lockable canvas bags and/or envelopes



# Starter Kit

Deposit Tickets

---

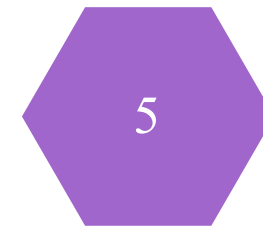
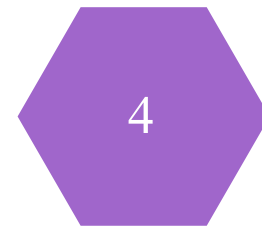
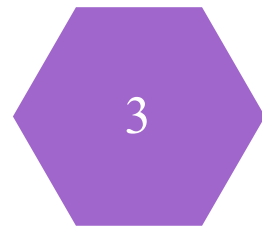
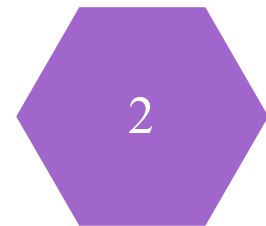
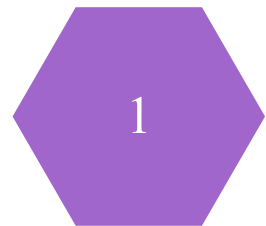
Tamper-Evident Deposit Bags



# Prepare Deposit for Drop Box

---

# Key Points



Complete  
your own  
deposit  
ticket and  
deposit

Deposit  
Cash/Checks  
together on  
**one** deposit  
ticket

Ensure the date  
on the deposit  
ticket is the **same**  
date the deposit  
will be processed  
at the bank

Enter deposit  
in myUFL  
**before** putting  
into drop box

Put deposit in  
Criser Hall  
drop box **by**  
**8 am** for same  
day processing



4504464  
DS4 20-D-BK

UNIVERSITY OF FLORIDA  
CONCENTRATION ACCT.  
LOCATION ONE

6400-12345

TOTAL  
ITEMS 2

\$ 2400.00

1111100012 123456789 2000123456789



SUPERIOR PRESS • (888) 590-7998

DEPOSIT TICKET

Wells Fargo Bank, N.A.

DATE 2-4-2022

DEPOSITS MAY NOT BE AVAILABLE FOR IMMEDIATE WITHDRAWAL

	DOLLARS	CENTS
CURRENCY	100	00
COIN		
CHECKS LIST EACH SEPARATELY		
1 1234	200	00
2 5790	2100	00
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
TOTAL	2400.	00

CHECKS AND OTHER ITEMS ARE RECEIVED FOR DEPOSIT SUBJECT TO THE PROVISIONS OF THE UNIFORM COMMERCIAL CODE AND ANY APPLICABLE COLLECTION AGREEMENT.

Prepared By \_\_\_\_\_ Please Print

Verified By \_\_\_\_\_

4504464  
DS4 20-D-BK

UNIVERSITY OF FLORIDA  
CONCENTRATION ACCT.  
LOCATION ONE

6400-12345

TOTAL  
ITEMS 2

\$ 2400.00


1111100012 123456789 2000123456789

ill in

- UF – Department Name
- Date
- Total Deposit Amount

WARNING: ATTEMPTS TO OPEN THIS BAG WILL ACTIVATE THE HIGHLY TAMPER EVIDENT VOID TAPE. IF ACTIVATED DO NOT OPEN, NOTIFY SENDER IMMEDIATELY.

54471105




DEPOSIT TICKET


INSERT DEPOSIT TICKET IN SMALL 'INNER' POCKET


INSERT IN LARGE MAIN COMPARTMENT


CASH      and/or      CHECKS


SEALING INSTRUCTIONS

1  


2  


3  


4  


5  


FROM: Customer Name: UF - TAPS

Location #: \_\_\_\_\_ Date: 2-4-22

TO: **WELLS FARGO BANK**

Location: \_\_\_\_\_

Deposit Said to Contain \$ 2400.00

Deposit subject to later verification and adjustment.

Deposit Contents: ☐ Currency & Coin (\$10 limit for coin) ☒ Checks

To remove contents - Cut along dotted line

#13195

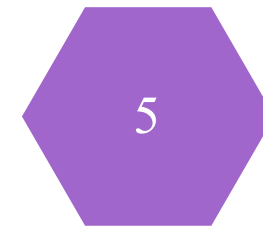
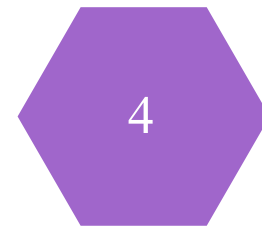
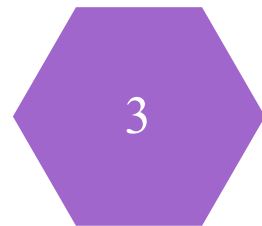
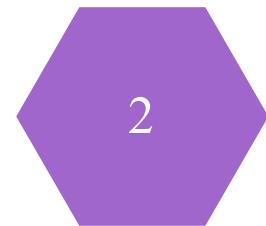
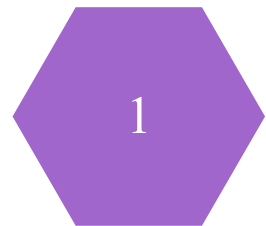
Mark if Checks or  
Currency & Coins

# Record Deposit in myUFL

---



# Key Points



Deposit  
Cash/Checks  
together in  
myUFL

Enter the  
deposit in  
myUFL before  
putting in  
drop box

Make myUFL  
deposits to  
**Concentration  
Account (0006)**  
rather than  
Vault (UFV)

Enter the  
**deposit ticket**  
number as the  
**Payment ID** in  
myUFL

Write the  
deposit unit  
and deposit ID  
from myUFL  
on your  
deposit ticket

Totals Payments

Unit 6400

Deposit ID NEXT

Delete Deposit

\*Accounting Date 02/04/2022  
\*Bank Code WFB  
\*Bank Account 0006  
\*Deposit Type K

WFB  
Concentration  
CheckDep

Control Currency USD  
Format Currency USD  
Rate Type CRRNT  
Exchange Rate 1.00000000

Control Totals

Control Total Amount	2,400.00	*Count	1
Entered Total Amount	2,400.00	Count	1
Difference Amount	0.00	Count	0
Posted Total Amount	0.00	Count	0
Journalled Total Amount	0.00	Count	0

Control Data

\*Received 02/04/2022  
\*Entered 02/04/2022  
Posted  
Assigned 52686730  
User 52686730

Save Notify Refresh

Add Update/Display

Totals

Payments

Unit6400

Deposit IDNEXT

Date02/04/2022

Balance

Balanced

Payment Information

Find

View All

First

Payment Seq

1

\*Payment ID

1111100012

x

Pymt Ref

Amount

2,400.00

Currency

USD

\*Accounting Date

02/04/2022

☐ Journal Directly

Attachments (0)

Apply Payment

Customer Information

Find

First

Customer ID

Business Unit

Remit From

Name

Remit SetID

Corporate

Corporate SetID

SubCust1

SubCust2

MICR ID

Link MICR



# Process Questions?

?

?

# Replenish Deposit Supplies

**DEPOSIT TICKET**  
Wells Fargo Bank, N.A.

DATE 2-4-2022

DEPOSITS MAY NOT BE AVAILABLE FOR IMMEDIATE WITHDRAWAL

	CURRENCY	COIN	CHECKS LIST EACH SEPARATELY
1	1234		200.00
2	5790		2100.00
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			

UNIVERSITY OF FLORIDA  
CONCENTRATION ACCT.  
LOCATION ONE  
6400-12345

4504464  
DS4 20-D-BK

1111100012 123456789 2000123456789

TOTAL ITEMS 2 \$ 2400.00

PREPARED BY \_\_\_\_\_ VERIFIED BY \_\_\_\_\_

PLEASE PRINT

**TOTAL 2400.00**

CHECKS AND OTHER ITEMS ARE RECEIVED FOR DEPOSIT SUBJECT TO THE PROVISIONS OF THE DEPOSIT AGREEMENT AND ANY APPLICABLE COLLECTION AGREEMENT.

## Deposit Tickets

Contact UF Cashiers Office

352-392-0185

[TM\\_DepositSupport@admin.ufl.edu](mailto:TM_DepositSupport@admin.ufl.edu)



## Tamper-Evident Deposit Bags

Place order via myUF Marketplace

Office Depot /Mr. Paper

CONTROLTEK Tamper-Evident Deposit Bags

Item # 639490 **OR** 621320

# Timeline

## August & September

- New deposit options training

## November & December

- UF community transitions to at least one of the new deposit options

## October

- New deposit options go live and UF transition begins
- Launch of the redesigned PST021 Making Deposits in myUFL training course

## January

- All units transitioned to at least one of the six deposit options by **January 6, 2023**
- Discontinue use of lockable canvas bags and/or envelopes

**All UF units transitioned to new deposit options!**



# Next Steps

**Complete the  
Deposit Options  
Form and tell us  
where to send your  
Starter Kit**





# Contact Us

[TM\\_DepositSupport@admin.ufl.edu](mailto:TM_DepositSupport@admin.ufl.edu)

